

SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

Executive Summary

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|--|------------------------------------|
| Request Item No: 880000IA01 | For Fiscal Year: 2020 |
| Requesting Organization: 88000000 RECORDER | Date of Request: 11-Mar-20 |
| Budget Adjust Type(s): Existing Capital Project Fund Transfer | Ongoing (Y or N): N |
| | If Yes, next year's CF impact: \$0 |
| | Net FTE Change: 0.00 |

Description and Justification:

Transfer funds to Sub Dept. 8800990000: This is to transfer funds from 110-8800000100-679005 and 340-8851000000-679005 to 110-8800990000-615016. When the 2020 budget request was prepared, we requested money for the Tyler Technologies Recording Software Replacement project. Toward the end of 2019, a Capital Project Sub Dept. ID: 8800990000 was created for this IT related Capital Project. We need to move the money approved for this project in the 2020 budget from the sub depts. where it was requested to the Capital Project Sub Dept. 8800990000.

Fund Impact

SUMMARY OF FUND IMPACT BY FUND

| FUND: | 110 GENERAL FUND | 340 STATE TAX ADMINISTRATION LEVY FUND |
|--------------------------|------------------|--|
| Fund Impact (Budgetary) | (\$350,000) | \$350,000 |
| Fund Impact (Transfers) | \$350,000 | (\$350,000) |
| TOTAL FUND IMPACT | \$0 | \$0 |

SUMMARY OF CNTY FUNDING IMPACT BY DEPT

| DEPT | REVENUE | EXPENSE | BAL SHEET | CNTY FUNDING |
|---|----------|-----------|-----------|--------------|
| 8800000100 RECORDER OPERATIONS | 0 | (200,000) | 0 | (200,000) |
| 8800990000 RECORDER CAPITAL PROJECTS | 0 | 550,000 | 0 | 550,000 |
| 8851000000 RECORDER-TAX ADMINISTRATION PRGM | 0 | (350,000) | 0 | (350,000) |
| TOTALS | 0 | 0 | 0 | 0 |

Division Director: _____

Date: _____

Dept. or Elected Fiscal Mgr: _____

Date: _____

Dept. Dir. or Elected Official: _____

Date: _____

Facilities Division Director:
(Capital Projects Only) _____

Date: _____

Chief Financial Officer: _____
Approve

Date: _____

Mayor or Designee: _____
Approve

Date: _____

Council Action: _____
Approve

Date: _____

Budget Adjustment Detail

Budget Year: 2020 * Requesting Department: 88000000 RECORDER
 Budget Period: Pre-June Interim * Req Item No: 880000IA01 * Adjustment Title: Transfer funds to Sub Dept. 8800990000
 Adjustment Type(s): Existing Capital Project Fund Transfer

Expense Budget String(s):

| FUND | SUB-DEPT ID | EXPENSE ACCOUNT | PROG/ACT ID (OPT) | PROJECT ID (CAP) | AMOUNT |
|------|-------------|-----------------|-------------------|------------------|-----------|
| 110 | 8800000100 | 679005 | | | (200,000) |
| 340 | 8851000000 | 679005 | | | (350,000) |
| 110 | 8800990000 | 615016 | | Recorder_System | 550,000 |
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TOTAL EXPENDITURES Page 1: \$0
 TOTAL EXPENDITURES ALL PAGES: \$0

Revenue Budget String(s):

| FUND | SUB-DEPT ID | REVENUE ACCOUNT | PROG/ACT ID (OPT) | PROJECT ID (CAP) | AMOUNT |
|------|-------------|-----------------|-------------------|------------------|--------|
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TOTAL REVENUES Page 1: \$0
 TOTAL REVENUES ALL PAGES: \$0

Balance Sheet/Fund Unrestriction String(s):

☐ Bal sheet strings only required for Proprietary Fund adjustments or fund unrestricted; check if applicable.

| FUND | SUB-DEPT ID | BAL. SHEET ACCOUNT | AMOUNT |
|------|-------------|--------------------|--------|
| | | BAL_SHT or 499999 | |
| | | BAL_SHT or 499999 | |
| | | BAL_SHT or 499999 | |

TOTAL BALANCE SHEET CHANGE: \$0

| | |
|---|---|
| * Ongoing (Y or N): <u>N</u> If Yes, next year's CF impact: <u>\$0</u> | No. of New FTEs: <u>0.00</u> (2) No. of New Time Limited FTEs: <u>0.00</u> (2) No. of Transferred FTEs: <u>0.00</u> (2) No. of Abolished FTEs: <u>0.00</u> (2) |
|---|---|

Fund Balance Transfers:

| From Fund | From Dept ID | To Fund | To Dept ID | Amount |
|-----------|--------------|---------|------------|---------|
| 110 | 8800000100 | 110 | 8800990000 | 200,000 |
| 340 | 8851000000 | 110 | 8800990000 | 350,000 |
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Description and justification: (Attach additional pages as needed.)*

This is to transfer funds from 110-8800000100-679005 and 340-8851000000-679005 to 110-8800990000-615016. When the 2020 budget request was prepared, we requested money for the Tyler Technologies Recording Software Replacement project. Toward the end of 2019, a Capital Project Sub Dept. ID: 8800990000 was created for this IT related Capital Project. We need to move the money approved for this project in the 2020 budget from the sub depts. where it was requested to the Capital Project Sub Dept. 8800990000.

(1) If the request is for a grant, include the dates the grant will expire and what obligations are required of the County after the grant expires.